

## U.S. Department of State – 56<sup>th</sup> International Art Exhibition (2015)

**Program Office:** Bureau of Educational and Cultural Affairs  
**Funding Opportunity Title:** Official U.S. Presentation at the 56<sup>th</sup> International Art Exhibition, Venice, Italy, June through November, 2015  
**Announcement Type:** Grant  
**Funding Opportunity Number:** ECA-ECALMAQM-14-002  
**Deadline for Applications:** **October 11, 2013**  
**CFDA** 19.415

### ELIGIBILITY

Eligibility is limited to not-for-profit organizations subject to Section 501(c) (3) of the U.S. tax code and public or private educational institutions. Direct funding for non-U.S. entities is not available under this announcement. The Department encourages organizations that have not previously received international program funding from the U.S. Government to apply under this announcement.

#### Cost Sharing or Matching

This program does not require cost sharing. Applicants are not required to include funding from other donors. However, applications that include additional in-kind and/or cash contributions from non-U.S. Government sources will be more competitive as cost-sharing demonstrates a strong commitment to the planned activities, and past experience has shown that the overall cost of mounting an exhibition of this scale is considerably higher than actual U.S. Government funding.

#### Other Special Eligibility Criteria

Not Applicable.

### AGENCY CONTACT INFORMATION

**Planning and budgeting for exhibitions in the U.S. Pavilion is a complicated process, and the Pavilion can prove to be a challenging venue.** To assist in your planning, the Pavilion's floor plans are attached to the Request for Grant Proposal – "Official U.S. Presentation at the 56<sup>th</sup> International Art Exhibition, June, 2015 through November, 2015, Venice, Italy," on the Grants.gov website at: <http://grants.gov>.

- A) Please do not submit a proposal without first discussing your project with the Biennale staff in the Cultural Programs Division at the U.S. Department of State at:  
E-mail: [Biennales@state.gov](mailto:Biennales@state.gov) (*preferred method of communication*)  
Phone: (202) 632-6407/2834
- B) For questions relating to Grants.gov, please call the Grants.gov Contact Center toll free at 1-800-518-4726. For questions relating to GrantSolutions.gov, please call the Help Desk toll free at 1.866.577.0771.

## CONTENTS

Executive Summary.....	3
Background.....	4
Award Information.....	5
Eligibility Requirements.....	5
Award Selection Criteria.....	5
Application and Online Submission Information .....	6
Recipient Organizations.....	10
Monitoring and Evaluation .....	11
Budget Guidelines .....	11
Additional Guidelines.....	17
Award Administration.....	18
Disclaimer.....	18
Diversity Statement.....	19

## EXECUTIVE SUMMARY

The Department of State's Cultural Programs Division (ECA/PE/C/CU) in the Bureau of Educational and Cultural Affairs is pleased to announce an open competition for grant proposals from U.S. based non-profit organizations including museums, galleries, visual arts centers and schools to organize the official U.S. presentation at the 56<sup>th</sup> International Art Exhibition to be held in Venice, Italy, June through November, 2015.

A three-day Preview/Inauguration (Vernissage) of the Venice Art Exhibition will be conducted prior to the official opening of the exhibition.

The Venice Biennale is the oldest and most prestigious international exhibition of visual art, showcasing leading contemporary art from around the world. In 2011 (2013 data not available to date), a total of 4,554 journalists were accredited for the exhibition. Press coverage was extensive, totaling 3,385 articles in print and on the major websites. In addition, 369 television stations (including BBC, CNN, ZDF, ORF, Euronews, France 2 and #, etc.) were accredited, airing over 70 major reports on their national television news programming.

At the 2013 Biennale, there are [150 artists](#) from 37 countries and [88 National Participations](#). Among the national participations, 10 countries are participating for the first time. In addition, [47 Collateral Events](#) are being promoted by various organizations in different venues around the city.

Precise opening/closing dates and the theme for the 2015 Biennale have yet to be announced; past exhibitions have usually been held from June through November, and exhibition dates will be posted on the Grants.gov and the ECA websites as soon as they are made known. Applicants are requested to propose exhibitions that represent the most outstanding and interesting work being made in the United States.

Pending availability of funds, the U.S. Department of State will make up to \$250,000 available to the Grantee for all aspects of exhibition development, preparation, production, installation, the travel of curators and key participants, and the return or onward shipping of the exhibition at the Biennale's end. The Peggy Guggenheim Collection in Venice will provide the staffing, maintenance, and operations of the U.S. Pavilion during installation, and for the approximate six-month period of the exhibition.

The U.S. Department of State has a special interest in engaging broad audiences through outreach activities. Additional funds may be available for a publication and public programs organized by the curators in consultation with the U.S. Embassy in Rome and the Cultural Programs Division of the Bureau of Educational and Cultural Affairs. Any funds for public programs will be provided directly to the U.S. Embassy.

### 2015 Art Exhibition Theme

A specific theme is expected to be announced by the Biennale commissioners in mid-2014. Please check the websites at Grants.gov (<http://grants.gov>) and ECA ([Venice Art Biennale](#)) regularly for theme information and other updates. Proposals presenting topical issues in contemporary art will likely be responsive to the theme.

## BACKGROUND

The U.S. Pavilion is owned by the Solomon R. Guggenheim Foundation and managed by the Peggy Guggenheim Collection (PGC) in Venice. The building, designed in 1929 by the American architects Delano and Aldrich for Grand Central Galleries in New York, is neo-classical in style. The director and key staff of the Peggy Guggenheim Collection work closely with the Department of State and exhibition curators to install and maintain all official U.S. exhibitions presented in the Pavilion.

Past U.S. representations at Venice have included:

2013 - ***Sara Sze: Triple Point***

Organized by: The Bronx Museum of the Arts

Co-Commissioners: Holly Block & Casey Lovelace

2011 - ***Jennifer Allora & Guillermo Calzadilla: Gloria***

Organized by: Indianapolis Museum of Art

Commissioner: Lisa D. Freiman

2009 - ***Bruce Nauman: Topological Gardens***

Organized by: Philadelphia Museum of Art

Commissioner: Carlos Basualdo

Curator: Michael Taylor

2007 - ***Felix Gonzalez-Torres: America***

Organized by: Solomon R. Guggenheim Museum

Commissioner: Nancy Spector

2005 - ***Ed Ruscha: Course of Empire***

Project administered by: The Solomon R. Guggenheim Foundation

Commissioner: Linda Norden

Consulting Curator: Donna De Salvo

2003 - ***Fred Wilson: Speak of Me as I Am***

Organized by: Massachusetts Institute of Technology List Visual Arts Center

Commissioner: Kathleen Goncharov

Past exhibitions can be viewed on the Peggy Guggenheim Collection website at:

<http://www.guggenheim-venice.it/inglese/pavilion/index.php>

## I. FUNDING OPPORTUNITY DESCRIPTION

Authority: Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the act is to “enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural

interests, developments, and achievements of the people of the United States." In addition to cultural and educational exchanges, the Act provides for "United States participation in international fairs and expositions abroad, including trade and industrial fairs and other public or private demonstrations of United States economic accomplishments and cultural attainments." The funding authority for the program above is provided through legislation.

## II. AWARD INFORMATION

Award Amount: **\$250,000**

Type of Award: **Grant**

Fiscal Year Funds: **FY-2014**

Approximate Number of Awards: **1**

Anticipated Award Date (pending availability of funds): **January 10, 2014**

Anticipated Project Completion Date: **January 11, 2016**

Additional Information: **None**

While matching funds are not required of the grantee organization, past experience has shown that the overall costs of organizing and implementing an exhibition of this scale are considerably higher than actual U.S. Government funding. In cases where the project budget is higher than the award amount, the grantee organization will be responsible for raising the additional funds.

## III. ELIGIBILITY REQUIREMENTS

1. Eligible Applicants: Eligibility is limited to not-for-profit organizations subject to Section 501(c) (3) of the U.S. tax code and public or private educational institutions. Eligible applicants are curators applying on behalf of U.S. non-profit organizations including museums, educational institutions, galleries, and visual arts organizations. **Independent curators wishing to apply must seek affiliation with a non-profit institution or educational institution.** Curators submitting applications on behalf of a non-profit organization must be U.S. citizens or have permanent resident status in the U.S. Artists whose work is proposed for representation at the Biennale must be U.S. citizens.
2. Cost Sharing or Matching: This program does not require cost sharing. Applicants are not required to include funding from other donors. However, applications that include additional in-kind and/or cash contributions from non-U.S. Government sources will be more competitive as cost-sharing demonstrates a strong commitment to the planned activities, and past experience has shown that the overall cost of mounting an exhibition is considerably higher than actual U.S. Government funding.
3. Other Special Eligibility Criteria: Not Applicable.

## IV. AWARD SELECTION CRITERIA

Applicants should note that the following criteria serve as a standard against which all proposals will be evaluated, and serve to identify the significant matters that should be addressed in all proposals. Proposals for the 56<sup>th</sup> International Art Exhibition will be reviewed by the Federal Advisory Committee on International Exhibitions (FACIE), a committee of leading U.S. curators and experts in American art, convened by the National Endowment for the Arts on behalf of the U.S.

Department of State for the purpose of assessing the proposals and making recommendations for exhibitions to represent the U.S. at major international exhibitions.

FACIE will review eligible proposals based on the following criteria:

Artistic excellence, which includes:

- ✓ Quality and significance of the artists, arts organizations, works of art, or services that the project will involve, as appropriate
- ✓ Record of professional activity and achievement by individuals/organizations involved.

Artistic merit, which includes:

- ✓ Extent to which proposal represents the vitality and/or diversity of contemporary U.S. art.
- ✓ Scope of public programming to engage broad audiences through outreach activities associated with the exhibition. The Biennale is a unique opportunity to share important developments in the American visual arts field with members of the international community and engage diverse audiences (e.g. youth, women, and underserved communities) beyond the exhibition site.
- ✓ Suitability of the exhibition for the U.S. Pavilion at the 56<sup>th</sup> International Art Exhibition.
- ✓ Ability of applicant to carry out the proposed exhibition.

## V. APPLICATION AND ONLINE SUBMISSION INFORMATION

Award Period: **24 months**

Award Amount: **\$250,000, pending availability of funds.**

### IMPORTANT DATES

Proposal RECEIPT Deadline	October 11, 2013
Applicant Notification	January 10, 2014
Grantee to file for Public Access to the Pavilion	Late March – early April, 2015
Exhibition Dates	June – November, 2015

Proposals will be reviewed by the Federal Advisory Committee on International Exhibitions (FACIE), a committee convened by the National Endowment for the Arts on behalf of the U.S. Department of State for the purpose of assessing the proposals and making recommendations for exhibitions to represent the U.S. at major international exhibitions. The Bureau of Educational and Cultural Affairs intends to announce its decision on or around **January 10, 2014**.

### ONLINE SUBMISSION

The Department of State requires proposals be submitted electronically via [www.grants.gov](http://www.grants.gov) **or** [www.grantsolutions.gov](http://www.grantsolutions.gov). Faxed, couriered, or emailed documents will not be accepted at any time. Only one proposal per applicant will be accepted. Multiple submissions will result in disqualification.

**Organizations new to Grants.gov and GrantSolutions.gov:** In order to register to use grants.gov, an organization must complete a number of steps, which include those registration requirements listed below. Completing all of these steps can take up to 4 weeks. Applicants are urged to begin

this process well before the submission deadline. No exceptions will be made for organizations that have not completed the necessary steps.

**For help submitting applications in Grants.gov:** the Grants.gov Contact Center can be reached 24 hours a day, 7 days a week (closed on federal holidays). Phone: 1-800-518-4726 (local toll free). You may also contact grants.gov by email at support@grants.gov.

**For help submitting applications in GrantSolutions.gov:** The GrantSolutions Help Desk, Custom Applications Support and Training Unit (CAST), is available to assist you by email at [Help@grantsolutions.gov](mailto:Help@grantsolutions.gov) or by telephone. Callers may call toll free 1.866.577.0771. The Help Desk is open Monday-Friday, 8:00 a.m. - 6:00 p.m. Eastern Time (U.S.). Please direct your questions regarding the process of uploading your application to the Help Desk.

To upload the full proposal, go to [www.GrantSolutions.gov](http://www.GrantSolutions.gov) and locate the ECA Program Office to upload each section of the application in the corresponding online section of the application kit.

**Organizations that have used grants.gov or grantsolutions.gov in the past:** Ensure that the organization's registration in SAM.gov is up to date, and is linked to the appropriate DUNS number.

For questions about this solicitation, contact the Cultural Programs Division, Bureau of Educational and Cultural Affairs, at: E-mail: [Beinnales@state.gov](mailto:Beinnales@state.gov) (*preferred method of communication*); Phone: (202) 632-6407/2834.

Applicants are strongly recommended to notify the Cultural Programs Division when an application has been submitted.

**Application Deadline:** All applications must be submitted to Grants.gov or GrantSolutions.gov on or before **October 11, 2013, 11:59 p.m. eastern standard time**. Applications received after 11:59 p.m. will be ineligible and will not be considered. **Begin the application process early**, as this will allow time to address any technical difficulties that may arise in advance of the deadline. There will be no exceptions to this application deadline. Only one proposal per applicant will be accepted.

**All applicants must register with Grants.gov prior to submitting an application.**

Registering with Grants.gov is a one-time process; however, it could take as long as four weeks for completion of all steps. Please begin the registration process immediately to ensure that the process is completed well in advance of the deadline for applications. The following link offers an overview of the process to apply for grant opportunities through Grants.gov: [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp)

**There are five steps that you must complete before you are able to register:**

**STEP 1: Obtain DUNS Number**

**Same day.** If requested by phone (1-866-705-5711) DUNS is provided immediately. If your organization does not have one, you will need to go to the Dun & Bradstreet website at <http://fedgov.dnb.com/webform> [\[EXIT Disclaimer\]](#) to obtain the number.

## **STEP 2: Register with SAM**

**Three to five business days or up to two weeks.** If you already have a TIN, your SAM registration will take 3-5 business days to process. If you are applying for an EIN please allow up to 2 weeks. Ensure that your organization is registered with the System for Award Management (SAM) at [System for Award Management \(SAM\)](#). If your organization is not, an authorizing official of your organization must register.

## **STEP 3: Username & Password**

**Same day.** Complete your AOR (Authorized Organization Representative) profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. <https://apply07.grants.gov/apply/OrcRegister>.

## **STEP 4: AOR Authorization**

**\*Same day.** The E-Business Point of Contact (E-Biz POC) at your organization must login to Grants.gov to confirm you as an Authorized Organization Representative (AOR). Please note that there can be more than one AOR for your organization. In some cases the E-Biz POC is also the AOR for an organization. *\*Time depends on responsiveness of your E-Biz POC.*

## **STEP 5: TRACK AOR STATUS**

At any time, you can track your AOR status by logging in with your username and password. Login as an Applicant (enter your username & password you obtained in Step 3) using the following link: [applicant\\_profile.jsp](#)

# **APPLICATION ATTACHMENTS**

**NOTE:** All organizations submitting a proposal must read, sign and retain in their main administrative offices the forms and/or certificates listed below. This indicates that the applicant is in compliance with all applicable requirements of Federal laws, executive orders, regulations, and policies.

Proposals submitted through Grants.gov must be submitted in any combination of the following formats:

- Microsoft Word
- Microsoft Excel
- Adobe Portable Document Format (PDF)
- ASCII Text
- JPEG images

The following is a list of standard attachments for proposal submissions. The proposal should be arranged in the following order.

1. Table of Contents that lists application contents and attachments;
2. Completed and signed SF-424, SF-424A and SF424B, as directed on [www.grantsolutions.gov](http://www.grantsolutions.gov) and [www.grants.gov](http://www.grants.gov). The Certifications and Assurances that your organization is agreeing to in signing the 424 are available at [www.statebuy.state.gov](http://www.statebuy.state.gov);



3. If your organization engages in lobbying activities, a Disclosure of Lobbying Activities (SF-LLL) form is required;
4. Abstract/Executive Summary. The abstract is limited to 300 words in length. It must provide a summary of the project, proposed activities, and expected results.
5. Narrative/Project Goals/Implementation Plan: (Not to exceed eight pages, MS Word)  
The applicant must specify the goals and objectives of the project. The proposed activities should be described in sufficient detail to show how objectives and goals will be met. This section should also describe how success will be measured via performance indicators. Finally, this section must include a time-task plan that clearly identifies the objectives and major activities.

Submit a description of the proposed exhibition on single-spaced, single-sided pages. Prepare as follows: on the first page, centered at the top of the page, and in caps include the following:

- NAME OF ARTIST(S)
- NAME OF CURATOR(S)
- NAME OF APPLICANT ORGANIZATION

Continue on the same page with a narrative, numbering each section as indicated:

- (1) A discussion of why the proposed artist/exhibition should represent the U.S. at this particular event at this time.
  - (2) The curatorial vision for the works to be presented or commissioned. If the artist plans to develop new work or create an installation specifically for the event,
    - describe the artist's intentions and approach to the project;
    - outline how he/she intends to realize the project;
    - provide a rough production schedule.
  - (3) **An explanation of exhibition-related outreach activities to engage the public, especially diverse audiences (e.g., youth, women, and underserved communities), to broaden the impact of the exhibition.**
6. Summary Budget in USD, using the format shown below in VII. A;
  7. Detailed Budget in USD in spreadsheet format, using the format shown in VII.B, which includes three (3) columns including ECA request, any cost sharing contribution, and total budget;
  8. Budget Narrative (not to exceed 6 pages – VII.C) that includes an explanation for each line item in the spreadsheet, as well as the source and description of all cost share offered;
  9. If your organization has a negotiated indirect cost rate agreement (NICRA) and includes NICRA charges in the budget, include your latest NICRA as a PDF file;
  10. A PDF file copy of your organization's most recent A-133 audit, if applicable. If not, please include a copy of your most recent in-house audit, if available;
  11. Resumes, Organizational Capacity (MS Word)
    - (a) Resumes/CVs: Provide biographical summaries of no more than one page each of the curator(s), designers(s), and all other key personnel involved in the project.
    - (b) Organizational Capability: Applications must include a clear description of the organization's management structure, and previous experience with curating major design art exhibitions. Besides information about the organization as a whole, this section must also

identify the proposed management structure and staffing plan for the proposed project. Proposals should include a robust media and outreach strategy that describes the organization's capabilities in this regard.

#### 12. Work Sample(s); Work sample Sheet

- (a) Work Sample(s): Submit up to 20 images in a single PDF file, with one image on each page including the following information: artist name, medium, date of work/activity, dimensions, description of how the image relates to the project. Image size should be consistent; 800 x 600 pixels are suggested.
- (b) Provide a maximum of 3 schematic design images of the U.S. Pavilion exhibition space to demonstrate the installation of the proposed exhibition.
- (c) Preview your samples before submitting them to ensure that there are no technical problems that might interfere with the panel's review of your work. The National Endowment for the Arts (NEA) may copy or digitally convert work samples to facilitate panel review. By submitting a work sample, you are giving NEA permission for reproduction and dissemination for this purpose.

#### 13. First Time Applicant Attachments, if applicable.

### VI. RECIPIENT ORGANIZATIONS

Pursuant to the Mutual Educational and Cultural Exchange Act of 1961, as amended (Fulbright-Hays Act) the Bureau of Educational and Cultural Affairs of the U.S. Department of State awards grants and cooperative agreements to educational and cultural public or private nonprofit foundations or institutions. If your organization is a private nonprofit which has not received a grant or cooperative agreement from the Bureau in the past three years, or if your organization received nonprofit status from the IRS within the past four years, you must submit the necessary documentation to verify nonprofit status. ***Failure to do so will cause your proposal to be declared technically ineligible and will receive no further consideration in the process.***

**First Time Applicants:** First time applicant organizations and organizations which have not received an assistance award (grant or cooperative agreement) from the Bureau during the past three (3) years, must submit as an attachment to the application the following: (a) one copy of their Charter or Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. **Note:** The Bureau retains the right to ask for additional documentation of those items included on this form.

**Please note:** All applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

1. Those who file Internal Revenue Service Form 990 or 990-EZ, "Return of Organization Exempt from Income Tax," must include a copy of relevant portions of this form.
2. Those who do not file IRS Form 990 or 990-EZ must submit the information above in the format of their choice.
3. Include other attachments, if applicable, i.e., SF-LLL forms, indirect cost rate agreements, etc.

4. In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one- page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

## VI. MONITORING AND EVALUATION

Proposals must include a detailed plan on how the project's impact and effectiveness will be monitored and evaluated throughout the project. Successful monitoring and evaluation depend on setting short-term and long-term goals that are clear, attainable, measurable, and placed in a reasonable time frame; linking program activities to stated goals; developing performance indicators that are quantifiable, have realistic targets, and are categorized into outputs or outcomes. Grantees will be required to provide an analysis and summary of their evaluation findings in their regular program reports to the Bureau. All data collected, including contact information, etc., must be maintained for a minimum of three years and provided to the Bureau upon request.

## VII. BUDGET GUIDELINES

In addition to the budget information required on the SF-424A, applicants must provide the following three elements as part of the budget submission:

- A. Summary Budget (using the OMB cost categories, see SF-425A)
- B. Detailed Line Item Budget (Direct and Indirect Costs)
- C. Budget Narrative (in Microsoft Word format) to explain each line-item and how the amounts were derived, as well as the source and description of all cost-share offered.

The budget sample below is an example of the required format, but is not exhaustive; your budget might have additional items not listed here. *An Excel template (attached) is provided for the Summary and Detailed Line Item Budgets. Please edit this template (edit/add/remove rows and columns) to reflect your proposed project expenditures.*

### A. Summary Budget

*Your Organization's Name*

*Project Title: Official U.S. Presentation at the 56th International Art Exhibition, Venice,  
Italy, June through November, 2015*

*Project Duration: December, 2013 through December 31, 2015*

	Requested Federal Funds from ECA	Cost-Share by Applicant	Program Total
<b>A Personnel</b>	0.00	0.00	0.00
<b>B Fringe Benefits</b>	0.00	0.00	0.00
<b>C Travel</b>	0.00	0.00	0.00
<b>D Equipment</b>	0.00	0.00	0.00

<b>E</b>	<b>Supplies</b>	0.00	0.00	0.00
<b>F</b>	<b>Contractual</b>	0.00	0.00	0.00
<b>G</b>	<b>Construction</b>	0.00	0.00	0.00
<b>H</b>	<b>Other Direct Costs</b>	0.00	0.00	0.00
<b>I</b>	<b>Total Direct charges</b>	0.00	0.00	0.00
<b>J</b>	<b>Total Indirect costs</b>	0.00	0.00	0.00
<b>K</b>	<b>Total Project Cost</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## B. Detailed Line Item Budget

Applicants must provide a detailed line-item budget (in Microsoft Excel or similar spreadsheet format) outlining specific cost requirements within each of the summary budget categories.

- 10 font or larger; must fit on 8x11 letter sized paper, not legal size
- Any cost sharing should be included in a separate column. See pages 14 and 15 for more details on Cost Share.
- The budget should be for the entire project period. Successful applicants may be asked to provide a year-by-year budget after the award is signed.
- All sub-award costs should be listed under Line F, Contractual, and should also be broken out and organized according to the subcategories. All sub-awardees must be organizations with DUNS numbers (certain exceptions apply).
- All line items must be described in the budget narrative.

*Your Organization's Name*

*Project Title: Official U.S. Presentation at the 56th International Art Exhibition, Venice, Italy, June through November, 2015*

*Project Duration: December, 2013 through December 31, 2015*

	Unit Cost				Requested Federal Funds from ECA	Cost-Share by Applicant	Program Total
	Unit	Number	Amount	Rate			
<b>A Personnel</b>	months or years		salary (month or year)	% effort			
A.1 <i>US-Based personnel</i>							
A.1.1 Project Manager					0.00		0.00
A.1.2 Project Officer, etc.			-		0.00		0.00
A.2 <i>Field Personnel</i>							0.00
A.2.1 i.e. , etc.					0.00		0.00
A.2.2 i.e. , etc.					0.00		0.00
Subtotal Personnel					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>B Fringe Benefits</b>							
B.1 US-Based Personnel Fringe Benefits							0.00
B.2 Field Personnel Fringe Benefits							0.00

Subtotal Fringe Benefits						0.00	0.00	0.00
<b>C</b>	<b>Travel</b>	# people	# days	Cost	% effort			
C.1	Airfare international (from...to..., one way/RT?)					0.00		0.00
C.1.1	Per diem (Country/City)				100%			0.00
C.2	<i>Domestic Travel Only</i>							
C.2.1	i.e. local staff per diem for monitoring				100%			0.00
Subtotal Travel						0.00	0.00	0.00
<b>D</b>	<b>Equipment (&gt; \$5,000 per unit )</b>	# units	unit cost					
D.1	(description, i.e. generators)					0.00		0.00
D.2	(description)					0.00		0.00
Subtotal Equipment						0.00	0.00	0.00
<b>E</b>	<b>Supplies (&lt; \$5,000 per unit)</b>	# units	unit cost					
E.1	(description)					0.00		
Subtotal Supplies						0.00	0.00	
<b>F</b>	<b>Contractual (Consultant fees)</b>							
F.1	<i>Contractual Sub grantee #1 (NAME)</i>							
F.1.1	Personnel (artist fees, design fees, etc)							0.00
F.1.2	Fringe Benefits (if applicable)							0.00
F.1.3	Travel (if applicable)	# people	# days	Cost				0.00
F.1.3.1	Airfare (from/to, one way/RT)					0.00		0.00
F.1.3.2	Per diem (Country/City)					0.00		0.00
F.1.4	All else that applies, expenses separately							0.00
Subtotal sub grantee #1 (NAME)						0.00	0.00	0.00
Subtotal Contractual (all sub grantees)						0.00	0.00	0.00
<b>G</b>	<b>Construction</b>							
G.1	(description)					0.00	0.00	0.00
<b>H</b>	<b>Other Direct Costs</b>							
H.1	All else that does not fall into above categories							0.00
H.2	Insert indirect/overhead costs here if organization does not have a NICRA							0.00
Subtotal Other Direct Costs						0.00	0.00	0.00
<b>I</b>	<b>Total Direct Costs</b>					0.00	0.00	0.00
<b>J</b>	<b>Indirect Costs (NICRA %)</b>	(indirect costs should be based on a NICRA rate accompanied with a copy of a valid NICRA agreement)				0.00	0.00	0.00
<b>K</b>	<b>Total Project Cost</b>	(must match award amount)				0.00	0.00	0.00

Personnel – Identify staffing requirements by each position title and brief description of duties. List annual salary of each position, percentage of time and number of months devoted to project (e.g.,

Administrative Director: \$30,000/year x 25% x 8.5 months; calculation:  $\$30,000/12 = \$2,500 \times 25\% \times 8.5 \text{ months} = \$5,312$ ).

Fringe Benefits - State benefit costs separately from salary costs and explain how benefits are computed for each category of employee - specify type and rate.

Travel - Staff and participant travel, including international and in-country travel, domestic U.S. travel, if any, and per diem (lodging, meals and incidentals) for both participant and staff travel. Per diem rates (available from the [http://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=81](http://aoprals.state.gov/content.asp?content_id=184&menu_id=81) website); per diem may not exceed the published U.S. government allowance rates; however, applicants may use per diem rates lower than official government rates.

Explain differences in fares among travelers on the same routes: e.g., project staff member traveling for three weeks whose fare is higher than that of staff member traveling for four months. All travel must be in compliance with the Fly America Act (which does allow travel on code share airlines).

Equipment –provide justification for any equipment purchase/rental, defined as tangible personal property having a useful life of more than one year and an acquisition cost of \$5000 or more.

Supplies - list items separately using unit costs (and the percentage of each unit cost being charged to the grant) for photocopying, postage, telephone/fax, printing, and office supplies (e.g., Telephone:  $\$50/\text{month} \times 50\% = \$25/\text{month} \times 12 \text{ months}$ ).

Contractual – For each sub grant/contract please provide a detailed line item breakdown explaining specific services. In the sub award budgets, provide the same level of detail for all line items (personnel, travel, supplies, direct costs, etc) required of the direct applicant.

Other Direct Costs - these will vary depending on the nature of the project. Justify each in the budget narrative.

Indirect Charges - See OMB Circular A-122, "Cost Principles for Non-profit Organizations" for non-profit organizations; Federal Acquisition Regulation (FAR) 48 CFR part 31 for commercial firms.

- If your organization has an indirect cost-rate agreement (NICRA) with the U.S. Government, a copy must be included with the application.
- If your organization does not have a NICRA, you may not claim indirect charges in this field -- all indirect charges must be listed in Field H, Other Direct Costs.
- Indicate how the rate is applied--to direct administrative expenses, to all direct costs, to wages and salaries only, etc.
- If sub-Grantees are claiming indirect costs, they should have an established NICRA that is also submitted with the proposal package
- Do not include indirect costs against participant expenses in the budget.

Cost Share - Cost sharing is the portion of program cost not borne by Dept of State. In general, applications that include in-kind and/or cash contributions from non-U.S. Government sources will be more competitive, since cost-sharing demonstrates a strong commitment to the activities and greater cost effectiveness.

- If cost share is included, it should be listed as a separate column in the budgets. Cost share can be either cash or in-kind; assign a US dollar monetary value to each in-kind contribution. If the proposed project is a component of a larger program, identify other funding sources for the proposal and indicate the specific funding amount to be provided by those sources.
- Applicants should consider all types of cost sharing. Examples include the use of office space owned by other entities; donated or borrowed supplies and equipment; (non-federal) sponsored travel costs; waived indirect costs; and program activities, translations, or consultations. The values of offered cost share should be reported in accordance with OMB Circular A-110 (Revised). **Other federal funding does not constitute cost sharing.**
- The recipient of an assistance award must maintain written records to support all allowable costs which are claimed as its contribution to cost-share, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with OMB Circular A-110 (Revised). In the event the recipient does not meet the amount of cost-sharing stipulated in their application, the Bureau's contribution may be reduced in proportion to the recipient's stated contribution.

The Educational and Cultural Affairs Bureau (ECA) WILL CONSIDER budgeted line items for:

- Independent evaluations to assess the project's impact (costs must be built into the overall original budget proposal and must be reasonable);
- Costs associated with an internal evaluation conducted by the applicant (costs must be built into the overall original budget proposal and must be reasonable).
- Visa Fees and Immunizations associated with program travel.

### **IMPORTANT BUDGET CONSIDERATIONS FOR EXHIBITIONS IN VENICE**

- Include costs associated with trips to Venice, Italy before and during the Biennale by exhibition personnel. Include travel for the curator to participate in one commissioner's meeting organized by La Biennale di Venezia prior to the opening of the exhibition.
- Short term visits generally require at least \$250/day for modest hotel and \$90/day for meals.
- Public relations costs should include letterhead, press photos, CDs, and any other image media.
- For recent Biennales, as many as 2,000 bilingual press packets have been printed and distributed by the curators, their representatives, and the Biennale press office. Proposals should include a line item cost of \$2,000 - \$3,000+ for these services.
- Publications: In addition to a single line item for all printing, the cost of graphic designers and editorial services must be listed as separate line items. The Department of State requires that, at minimum, a modest brochure be available for free distribution to visitors to the U.S. Pavilion.
- Anything that cannot be hand carried must be shipped to the U.S. Pavilion, sited in the Giardini, by boat or barge. Boats with cranes at present cost a minimum of \$3,000 per use. Barges with cranes cost twice as much. Depending on the weight, volume and time sensitivity of the shipment, multiple barges/cranes may be required.
- Storage is not available at the U.S. Pavilion. Crates must be stored off site at an approximate cost \$1,500 - \$2000. These costs are only approximate. The exhibitor will need to obtain more accurate estimates once the number and size of crates are known and for how long they will be stored.



- The U.S. Pavilion has a set of standard light fixtures (specifications are available on request). If specialized fixtures are required, the cost to purchase/install new/different ones should be included in the budget. The budget should include a sum for replacement light bulbs (a four month supply) and electricians, if required.
- Two months prior to the exhibition opening, it is necessary to file a request for public access to the U.S. Pavilion. This fee is variable depending on how much work is done to make the exhibit viable. Proposals should allocate \$5,000 - \$6,500 for related fees.
- Local labor is generally hired at a cost of \$52-65/hour, depending on the skills needed.
- If U.S. Pavilion modification or architectural work is applicable, please include costs for local architects/engineers and costs associated with obtaining permits. (Assistance in obtaining these estimates is available on request).
- If the exhibition requires temporary modifications to the interior or exterior of the U.S. Pavilion, the budget must include costs for all expenses associated with the return of the U.S. Pavilion to its original condition.
- Painting of the U.S. Pavilion for exhibition requirements and re-painting at the exhibition end to restore the U.S. Pavilion to its original condition must be budgeted.
- Upon selection, curators will meet with the Peggy Guggenheim Collection staff, review actual project needs and develop a revised budget. Any sums required over and above the line item allocations will be the responsibility of the curator and sponsoring organization.
- The U.S. Pavilion (together with all the other national Pavilions in the Giardini) was listed in 1998 as a national historic building. Consequently, permanent structural alterations to the U.S. Pavilion are not possible, and temporary alterations require six months minimum lead-time for obtaining necessary permissions in Venice, Italy.
- Equipment (such as audio-visual) and other exhibition materials (signage, banners, bases, tools, and hardware) can be acquired in the U.S. and shipped to Venice or alternatively rented or purchased in Italy. All imported materials must be declared whether permanent or temporary, and if temporary, re-exportation is mandatory. **It may be more cost-effective to pay modest customs charges on materials entering Italy** than to pay for return shipping to the U.S. Please consult an international freight forwarder for information and rates for customs duties.
- All materials employed in the exhibition installation require fire safety certification or an EU certificate.
- The Pavilion has climate control, burglar and fire alarms. The Pavilion uses 220v alternating current (this can be increased to 380v if required).
- The Department of State supports the Solomon R. Guggenheim Foundation to enable the staff of the Peggy Guggenheim Collection (PGC) in Venice to assist curators and artists with the planning and installation of the U.S. exhibition. The PGC staff may be consulted in matters concerning shipping and customs; local vendors and skilled labor, including architects and contractors; and must be consulted for any proposed alterations to the interior or exterior of the Pavilion. Applicants who wish to consult with the PGC prior to submitting an application should first contact the Visual Arts office at the Department of State, (202) 632-6407/2834 or [Biennales@state.gov](mailto:Biennales@state.gov).



### **C. Budget Narrative**

**Explain each line-item and how the amounts were derived, as well as the source and description of all cost-share offered (in Microsoft Word format).**

#### **Office of Management and Budget (OMB) Circulars**

Organizations should be familiar with OMB Circulars A-110 (Revised) 22 CFR 145 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations), A-122/A-21 (Cost Principles for Nonprofit Organizations; Indirect Costs), and A-133/A-128 (Audits of Institutions of Higher Education and Other Nonprofit Organizations) on cost accounting principles. OMB circulars are available at: [http://www.whitehouse.gov/omb/circulars\\_default](http://www.whitehouse.gov/omb/circulars_default)

**Before grants are awarded, the Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the Bureau's program needs and availability of funds.**

### **VIII. ADDITIONAL GUIDELINES**

**A.** Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of American political, social, and cultural life. "Diversity" should be interpreted in the broadest sense and encompass differences including but not limited to ethnicity, race, gender, religion, geographic location, social-economic status, and disabilities. Applicants are strongly encouraged to adhere to the advancement of this principle both in program administration and in program content. Please refer to the review criteria under the Support for Diversity section for specific suggestions on incorporating diversity into the total proposal. Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," the Bureau, "shall take appropriate steps to provide opportunities for participation in such program to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of this goal in their program contents, to the full extent deemed feasible.

#### **B. ECA's COMMITMENT TO PUBLIC PRIVATE PARTNERSHIPS (PPPs)**

ECA is reaching out to the private sector to engage in collaborative public-private partnerships that align with ECA's mission of building mutual understanding around the world. While there is a tremendous demand for ECA programs, meeting these demands and the challenges of the 21st century must come from collaboration between the public and private sectors. This tremendous demand, coupled with our past successes in developing public/private partnerships, has led us to look for ways to further increase the effectiveness of our programs. We know that our educational, cultural and sports activities align strategically with the corporate social responsibility goals of corporations and the mission of many foundations.

Public/private partnership furthers the social responsibility goals of private sector philanthropy through focused investments in educational and cultural exchanges while amplifying the expanse and reach of ECA's programs. These programs build human potential and local capacity,

highlight talent and can identify potential employees and consumers. Multinational companies are increasingly interested in human capacity building and being good global corporate citizens. Foundations have had a long track record of philanthropic work around the world.

The Bureau of Educational and Cultural Affairs strongly encourages applicant organizations to consider developing sustainable public private partnerships in an effort to expand and increase the number of program participants and the overall impact and reach of ECA funded exchange programs and activities. Proposals should demonstrate a firm commitment to the advancement of PPPs in their proposal narrative and when possible, include letters of commitment from the organizations/companies with whom they are proposing to partner. Please note: Any/all proposed partnering relationships will be vetted with ECA's Office of Private Sector Exchanges and the Department's Office of the Legal Advisor to ensure there is no conflict of interest.

Proposal narratives should also demonstrate a willingness to coordinate closely with the program office(r) assigned to this project in collecting data and highlighting and publicizing successful public private partnerships that result from ECA funded assistance awards (grants and cooperative agreements).

## **IX. AWARD ADMINISTRATION INFORMATION**

**Award Notices:** The grant agreement shall be written, signed, awarded, and administered by a Grants Officer at the U.S. Department of State. The Grants Officer is the Government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document and it will be provided to the Recipient through either mail or facsimile transmission. Organizations whose applications will not be funded will also be notified in writing.

**Crediting Language:** The grantee is required to include language crediting the U.S. Department of State, and an approved Department of State logo, which currently is the U.S. flag along with the U.S. Department of State seal, in all print and electronic materials related to the grant. Specific crediting language will be stipulated in the grant agreement.

**Outreach Coordination:** Grantees are required to coordinate public relations, outreach (including social media platforms), and media strategies with the Bureau of Educational and Cultural Affairs (ECA). Public announcements and press releases must be cleared with ECA in advance of their release.

**Reporting Requirements:** Grantees are required to submit quarterly program progress and financial reports throughout the project period. Progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period. Progress reports at a minimum should be submitted via electronic mail to an address to be provided in the award. **Financial reports must be submitted electronically through the Payment Management System.**

## **X. DISCLAIMER**

If a proposal is selected for funding, the U.S. Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the total discretion of the U.S. Department of State.

# DIVERSITY

## **Bureau of Educational and Cultural Affairs**

The Bureau of Educational and Cultural Affairs of the United States Department of State strives to ensure that all programs conducted under its mandate reflect the diversity of the intended audiences. The Bureau aggressively seeks and actively encourages the involvement of U. S. and international participants from traditionally underrepresented audiences in all its grants, programs and other activities. These audiences include, but are not limited to women, racial and ethnic minorities, people living in underserved geographic locations, religious minorities, people of lower socio-economic status and people with disabilities.



***The Diplomacy of Inclusion***